

Unit Leader Meeting

Wednesday March 9, 2011

Those in attendance were: Kris Boone, Elaine Edwards, Gina Nixon, Steve Harbstreit, Nancy Zimmerli-Cates, Larry Jackson, Greg LeValley, Russ Feldhausen, Debbie Webb and guest Roger Terry.

Technology Update – Russ Feldhausen

SIRT team has released a text only version of the new mandatory security training.

K-State has purchased a site license for Microsoft Office 2010; departments no longer have to purchase individual licenses for this software. If you would like Microsoft Office 2010 installed on your computer please see your unit leader and Russ Feldhausen.

New Mac computers will be installed in Umberger 316 lab over spring break.

We recently learned that the university isn't charging departments for building switches if new lines are being dropped in offices. We have placed a work orders for Umberger. Kris will check with Jeff Morris about Dole.

Print merger

Ed Wilburn has stepped down due to health issues. He has indicated he does not want a reception, but we hope he will reconsider. Kris presented organizational charts for University Printing (the new name) and Gina presented one for the Bookstore and Mail Center. Kris will meet individually with everyone involved in the merger to identify who will be doing what in the new structure. We've identified some training opportunities already – the first will be training designers in other university units on file preparation. We (all of University Printing) are getting jobs where the files are not prepared correctly for printing. Russ and Vernon have been working with employees to update computers. Strong communications will be really important as we all move forward. Jeff Morris is still working on locating additional space on campus. Physical moves may take up to a year. The merge of business operations will be completed by the end of this fiscal year.

Gina and Greg will be meeting with local printing companies to evaluate potential business software and digital printing equipment. Rob has put together an equipment and storage footprint for University Printing to help Jeff in identifying adequate space. Gina will be visiting with Karen Wingo on Friday, March 11, to get an overview of current business operations at the airport facility and the union. Kris is working to get some time to meet with everyone.

Olathe Open House

Kansas State University will hold a grand opening celebration for its new K-State Olathe campus on April 26, 2011. There was discussion about the department setting up a booth or two. It was decided that Kris would check with Jeff Morris about us putting some materials at their booth. She will also check with Daryl and/or Steven Graham about planned participation by K-State Research and Extension. Steve Harbstreit will visit with Sharon Theilan about the College of Ag's planned involvement and if we can provide materials through their booth.

K-State Olathe will bring together K-State's expertise in animal health and food safety and security. Its first building is the International Animal Health and Food Safety Institute, a \$28 million, 108,000-square-foot building that will house research, education and commercialization programs in its laboratories and classrooms.

Bioscience Journalist Training

Kris will be working with Dan Richardson, Mary Lou and others to host a free workshop targeting journalists. Speakers from K-State will give presentations about bioscience. We want to encourage journalists to come and learn about bioscience, teach them the key ideas to hone in on and provide them with a service guide. We want to increase competence and comfort level with this information and also provide an overview of which bioscience areas are relevant to Kansas and Missouri.

Unit leaders Retreat

The unit leader retreat originally scheduled for Friday, March 18, 2011, will be rescheduled.

ACE/NETC Conference

The conference will be held in Denver, CO, June 10-14, 2011. Temple Grandin will be one of the speakers. Elaine will become ACE president at the meeting. Several department folks are giving presentations.

For travel, driving is the most economical in this instance. We'll encourage folks to ride in vans, the funding limit has not been decided yet. There is a pre-workshop on Publishing and a post-conference workshop on issues management.

Registration will be posted on the ACE and NETC Websites soon. Lodging information is available now. Debbie will reserve a block of 15 rooms for the department and set up direct billing at the conference hotel. Extra rooms will be released after registrations are confirmed. At least three vehicles will be scheduled to travel to Denver. Individuals who choose to fly or drive their own vehicle will not be responsible for their own transportation costs. Unit leaders are creating an authorized travel budget as conference costs become available.

KSU Open House

Saturday, April 16, 2011 from 9 a.m. to 3 p.m. Ag Ed is doing a scavenger hunt. ACT will be hosting its 12th annual pancake feed in Seaton Hall (Dr. Larry is leading) – great way to start your Open House day. We have been asked to participate in Dole Hall's event with the VPCM and JMC. More information is available at the following link, <http://consider.k-state.edu/openhouse/2011/>.

FFA CDEs

The FFA Career Development Events will be May 1-3. The Ag Communication CDE will be Monday, May 2. Kris and Lisa Heller are working on this. We will need people to judge.

Department Web Committee

Content mangers need to email the editor of the week detailing any changes made to the website. Editors are unable to edit a linked file, only the link itself. Profile pictures should be

professional; please make an appointment with Dan Donnert if you have not already done so. We will be scheduling a meeting to discuss issues, concerns and progress of the department website.

Legislative

Kris attended a legislative update meeting this morning. The 7.5% salary cut will not be supported by the governor—conference committee is currently meeting on this. The Governor has stated that he wants a decision on a rescission next week to address FY2011. At the same time, the legislature is working on the FY2012 budget. They are not likely to cut higher education because of penalties associated with the stimulus funds we accepted and requirements related to education funding. There will be an unfunded insurance increase. A bill on undocumented students doesn't look like it will pass. Tax Day, when the legislature discusses tax reform, will be next week sometime. There was discussion about sales tax exemptions but that doesn't seem to be getting any traction. KPERs is under water and the senate is working to resolve this. We're seeing changes in state agencies – mergers, etc. – trying to gain efficiencies. On the federal side, Pell grants are proposed for cuts. Also the proposed cuts to Ag (AES, CES) are pretty serious.

External Review

The department external review will be conducted in the fall or winter of 2013. Preparations should begin in fall 2011. Please talk to your unit leader if you are interested in helping with this process. A steering committee will be named.

Sabbatical

Kris's sabbatical has been approved. She'll be starting it in May 2012. During it, she will be located in Manhattan but working on revising her textbook. The unit leaders will be developing plans for managing in her absence.

Project intake

Nothing at this time

Once Around the Room

News Media and Marketing Services

Master Farmer-Master Farm Homemaker –working to finish product for the presentation.

National social media campaign for Extension – KSRE stories are several of the featured stories.

The university is putting some of our stories on their home page

Dan did an audio slide story with Vincent Amador-Baodu on Ag Innovation Center developing new markets for swine.

KSRE Grow Column is now running again in the KC Star. This column, written by Kathleen Ward, has been a featured item for several years at this time of year. Great highlight for KSRE.

Pat did a great job on OpEd relating our work to world food prices. The OpEd is targeted toward the KC Star.

University Printing

Greg is meeting with several organizations and companies investigating different equipment.

Kenny will go to the plant next week to be cross trained on the Halm. April 8th , Gina and Greg will attend the Northeast Area office professionals training to give a presentation. Greg will talk about the merger and the opportunities that will create for county offices. Gina will discuss ways to save money in the mail center.

Rob is doing a great job leading the airport facility and staff are proposing ideas on how to conduct business and run print jobs more effectively and efficiently.

Credit cards are now accepted at the Union Copy Center.

There have been a few individuals out at the airport facility and remaining staff are filling in where necessary to make sure projects are getting completed and delivered on-time.

Mike Marstall, printer specialist, has announced he will be retiring in April. We wish him luck as he starts this next phase of his career and life.

The current contract for plates (at the plant) runs out at the end of April and is not renewable. Greg has been working with the purchasing office and vendor to extend the contract for 6 months at which time we will have to re-bid. Jerry, DeWayne and Karen W. have provided needed info in this process.

Greg met with Ellsworth County staff who will be starting a bi-monthly newsletter next month. Pat is designing the pre-print and a proof has been sent. He also met with Steve Logback (Alumni Communications Director) to talk about print jobs and also with Teresa Williams at the football office.

Publishing

Publishing unit is back to updating its section of the department website. They plan to post sample newsletter templates on a page for counties and districts to view and to make it easier for authors and other clients to find what they need. A retreat is being planned to discuss publishing formats for mobile devices, online manuscript submissions for CES pubs, and other topics.

Lots of folks have been out sick. In other news:

Mark finished work on the farm management guides. Sarah and Janie have completed Cattleman's Day and Canola performance test books. Bob and Gloria should send the spring Ag Report to press by mid-March. The FCS series publications are coming in to Linda, as well as the Walk KS newsletter. National 4-H publication ordering will start again soon. Pat and Donna are working on a series of Integrated Pest Management manual updates. Amy has been very busy with reviewing and tagging for the image database. Deb is working with the Bookstore staff and Amy to ensure that old print files are removed and only current files show up in the Bookstore.

Technology

The unit is in the process of providing more IT training using Adobe Connect Pro. Next month there will be four 30-minute training sessions, which will be captured, archived and made available on our website.

The unit is doing an increased volume of video streaming; which takes a lot of time for Gerry, Seth and students. It's assumed that this will become an increasing demand.

Vernon, Gerry and Neal are still working on tweaking the image data base. Amy and others are working on enhancing the tagging of photos for more accurate and targeted searches.

A digital signage site license is being purchased by university---Four Winds Interactive. KSU is still working out the details as to how Extension offices would be affected, if interested. More information should be available in April.

The Teaching and Learning Expo on campus last week went well, with several folks from Communications and KSRE represented

Walk Kansas starts this weekend—KSRE employees are not being charged and they can add a supporter to their team for free—see Tuesday letter for details.

It appears that IET will provide laptops, projectors and tech support for the ACE/NETC conference in Denver this June. Negotiations are still underway with Extension ag agent conference in August provide technical support for that gathering in Kansas City.

Academics

Masters's degree program proposal made it through the college of Ag course and curriculum committee. This will be voted on by the College faculty later this month.

State FFA convention is Jun. 1-3.

The Ag Ed program received \$1500 to purchase video cameras. New teachers will be able to record their teaching sessions making it possible for us to provide feedback.

Doodle scheduler has worked fabulously for advising appointments.

Kris

Roger Terry stopped by the department, to visit with several folks.

We have requested renovation dollars to be used in Umberger; especially in the basement to replace the asbestos tile and storm windows and install new central cooling units. We also have put forth a request for an entire renovation of the basement.

Jim Stack is requesting two students to assist with a wheat blast project.

Brandon Harder, who is working for Senator Moran in Kansas on ag issues, wants to work with our students to develop some innovative video work to explain agriculture and its impact.

Kris is using alumni support for her class this semester. We may be doing that with the Agriculturist as well.

Business Office & Bookstore and Mail Center

Lisa Heller has started her transition to the Bookstore. She is currently working Monday, Wednesday, and Friday in the bookstore and Tuesday and Thursday in the business office. We have received the applications for the administrative specialist position from human resources. The search committee is being chaired by Lori Buss. Other members are Steve Harbstreit, Lisa Heller, Amanda Spoo and an Ag Ed student yet to be named.

The Bookstore, Publishing and University Printing have been working together to receive printed materials into inventory more quickly and consistently.

Farm Management Guides are completed and distributed. Orders for gardening publications is increasing as Spring approaches.

There is also a noted increase in orders for 4-H items as counties begin to think about fair time.

Gina attended a local postal seminar on Friday, March 4. Mandy Wilson, Lisa Heller, Gina Nixon, Nancy Zimmerli-Cates and Bob Holcombe will be attending one in Topeka on Monday, March 14. The seminars focused on new guidelines for barcoding mail and new mailing services including expanded priority mail packaging, express mail, and critical mail. It would be good for us to have a mail-piece design expert on staff. When brochures, postcards, periodicals, and newsletters are designed, they could be created in a way that meets the ever-changing mail piece regulations, allowing us to offer the best possible mail discounts to our clients.

The UPS software and labeler has been updated allowing us to print package receipts. We are in the process of inputting e-mail addresses for our clients so they are notified when packages are shipped and delivered.

The business office and bookstore staff had a retreat on Tuesday, March 8. Pat Melgares facilitated it and did a terrific job! The retreat started off with informative presentations from Lori Buss on Emotional Intelligence (EI) and Debbie Webb on the 7 Habits of Highly Effective People. The afternoon was spent reviewing the unit's SWOT analysis from two years ago and identifying changes to it, discussing issues and concerns and identifying tactics on how to address them using our new information on EI and being effective. Next steps will include developing more specific action items, prioritizing them and matching them to the department's strategic plan.

It has been suggested that we discuss some sort of 360 review for each of the departmental units to help us better relate/serve each other as well as our other clientele. We could begin by focusing on improving relationships and collaboration within the department.

In April, Gina will begin scheduling monthly meetings for unit business support staff. She asks that each unit leader support and encourage their support staff members to attend these meetings. Department and university business procedures and policies will be discussed. There will be time to ask questions and to share tips on how to process paperwork and get information to/from unit members.

The Bookstore and Mail Center is looking at some new products to market. Some recent suggestions included:

- Purple color changing stadium cups
- Flash drives with KSRE logo
- Lanyards
- Highlighters
- Helium grade balloons

Please give additional suggestions to Mandy Wilson at mandyw@ksu.edu or by calling 2-5830.